

## Best Practices for the Faculty Hiring Process

The faculty onsite interview is just one step in the process to recruit faculty and to make a positive impression for Michigan Tech. Although very important, other steps in the faculty recruiting process may be optimized to enhance faculty recruiting. Best practices for the different stages of the faculty hiring process are shared below. Please avoid holidays, including religious holidays that you may not observe.

Items for the unit to share before the visit

- University, Unit Missions and Values
- General information about the university
- Important department information
  - List of core faculty
  - An updated curriculum document, course list and course descriptions
  - Anything else that will be discussed during the interview

Questions to ask before the visit in order to prepare the candidate's itinerary

- Dietary restrictions - Department
- Mobility or other opportunities that allow us to tailor the visit to their needs - Department
- Survey inquiring interests and if they will bring a guest - HR

Items to greet them when they arrive at the hotel

- Leave a welcome packet at the hotel
- Itinerary, maps, lactation spaces
- Fun/practical MTU goodie (water bottle, pen)
- A simple greeting from chair/dean that is hand signed

Travel to and from the hotel

- Have a welcoming person pick them up from the airport and return them
- Ask that the person picking them up has a neat car

Communication with the candidate after the visit

- Ask Chair/Dean to send an email/handwritten note thanking them for visiting
- If they are not selected, call them personally and let them know
- Communicate with them concerning their travel expenses and assist them with the process for reimbursement.

Communication during the summer

- Add new faculty to the department website and email lists
- Work with new faculty to order equipment so they are ready to get started when they arrive
- Prepare their office (painting, carpet, flooring, etc.)
- Order their business cards, office sign, and name badge

- Send periodic updates on the status of the above (it is nice to have various faculty members directly email them to welcome them, etc.)
- Send a welcome package (Swag) and a handwritten note to their home address.

Welcoming the new faculty on the first day and first week

- New faculty orientation is days 1-4 (some half days)--the provost's office provides a checklist for departments to work through with new faculty
- Have someone (dept coordinator/chair/faculty member) available to meet with the new faculty member to work through the checklist and help them get settled
- Some sort of welcome in the department or their office (sign, notecard, etc.)

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